

**21 June 1995**

***History***



**MAINTAINING THE USAF ACADEMY  
HISTORICAL PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction tells those activities and people assigned to the USAF Academy what they must do to maintain the USAF Academy Historical Program. It implements AFPD 84-1, *History and Museum Programs*.

***SUMMARY OF REVISIONS***

This revision converts the old regulation to an instruction by eliminating noninstructional material and recasting its language and format.

1.	Either the Command Historian or a Member of the History Office: .....	2
2.	Each USAF Academy Mission Element, Staff Activity, and Assigned Unit .....	2
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**1. Either the Command Historian or a Member of the History Office:**

- 1.1. Supervises all noninstructional historical activity at the USAF Academy.
- 1.2. Prepares monographs and special studies directed or approved by the Office of Air Force History, USAF (USAF/HO).
- 1.3. Prepares an annual history of the USAF Academy.
- 1.4. Arranges with the Head, Department of History, to use members of the Department of History (HQ USAFA/DFH) to support USAF Academy historical projects.

1.5. Collects historical data on problem areas within the USAF Academy and the results of corrective action.

1.6. Maintains a program to improve and encourage managers to use historical data as a tool to better accomplish their duties.

1.7. Maintains historical archives.

## **2. Each USAF Academy Mission Element, Staff Activity, and Assigned Unit Must Appoint an Historian Who:**

2.1. Sends to the Command Historian (HQ USAFA/HO) a clear, concise annual historical report (in triplicate), covering the period 1 Jul-30 Jun, as soon as possible after the end of each academic year (preferably by end of July, but not later than 10 August). Write this report to highlight the organization's accomplishments, problem areas, endeavors, and plans for the future. Supplement it with charts, tables, and appendices as necessary.

2.2. Sends to the HQ USAFA/HO copies of documents or other important materials relating to how the activity:

- Formulated and executed policies and operations and training procedures and
- Administered itself day-by-day.

Examples of these documents are memoranda, internal and external correspondence, electronic messages, USAF Academy directives, special orders, staff studies, minutes and reports of board and committee meetings, staff instructions, and policy files.

2.3. Sends to the HQ USAFA/HO the organization's "read file" when the activity must no longer retain it.

2.4. Sends to the HQ USAFA/HO copies of histories or other records prepared to serve as the activity's own account of operations, experiences, accomplishments, and problem areas.

2.5. Attends meetings, official boards, committees, and councils to help gain a more complete understanding and knowledge of USAF Academy developments.

2.6. Examines all the activity's documents, except those documents which are privileged or those containing privileged information.

## **3. Individuals:**

3.1. Debriefing key personnel (the Superintendent; Commander, 34th Training Wing; Dean of the Faculty; Director of Athletics; Vice-Superintendent; Commander, 10th Air Base Wing; Directorate Heads; Preparatory School Commander; or others) must do so before they leave the Academy as well as when the Head, Department of History, Director of the Library (HQ USAFA/DFSEL), or HQ USAFA/HO directs.

3.2. Writing scholarly monographs using USAF Academy records must clear those manuscripts with HQ USAFA/HO and the Directorate of Public Affairs (HQ USAFA/PA) by submitting a copy of their draft manuscript for coordination to HQ USAFA/PA and HQ USAFA/HO.

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